

## **CALL TO ORDER**

Board Chair Joan Smith called the meeting of the Lake Michigan College Board of Trustees to order on March 18, 2025 at 5:01 p.m. Board Chair Smith opened the meeting with the Pledge of Allegiance.

## **ROLL CALL**

Present: Ms. Debra Johnson, Mr. Mark Weber, Ms. Joan Smith, Mr. John Grover, Ms. Vicki Burghdoff, and Mr. Brian Dissette.

## **SETTING OF THE AGENDA**

The minutes from the December 10, 2024; January 7, 2025; and March 4, 2025 Board meetings were approved as presented with a voice vote by all trustees present.

## **PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

## **PRESIDENT'S REPORT**

Dr. Kubatzke presented Mel Grau along with members of the Student Senate. Renato Recillas, President; Liam Troutner, Vice President; and Jonathan Orlando, Secretary each introduced themselves to the Board.

## NEW BUSINESS

### **Capital Request – Classroom and Lab Replacement PCs**

LMC has approximately 510 classroom and lab laptops and desktops that are end of life and require replacement. These devices are beyond 5 years old, are no longer supported by the manufacturer, and are not in compliance with Microsoft's transition to Windows 11. Budget for the replacement for these devices was \$450,000. The IT team collaboratively reviewed current device usage and released an RFP to replace the classroom instructor stations and lab devices to ensure optimum functionality.

In compliance with the Purchasing policy, a Request for Proposal (RFP) for these devices was issued. The RFP received responses from the following vendors:

Insight Response #1 Intel	\$520,765.96
Insight Response #2 AMD	\$509,196.94
SEHI	\$446,667.00
People Driven Technology	\$362,067.08

The proposals received were reviewed and graded relative to pre-determined criteria including specs, experience, capability, approach, fees, and references, as applicable.

People Driven Technology, Inc. responded with the lowest cost for Dell branded laptops and PCs that are compatible with our infrastructure.

#### **ACTION:**

We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with People Drive Technology, Inc. in an amount not to exceed \$362,067.08 based on the response to the RFP.

**MOTION** by Mr. Dissette with support by Mr. Grover to approve the Capital Request Classroom and Lab Replacement PCs as presented.

**Chair Smith** asked the board secretary for a roll call vote

**Yeas:** Ms. Smith, Mr. Grover, Ms. Burghdoff, Mr. Dissette, Ms. Johnson, Mr. Weber

**Nays:** None

**MOTION APPROVED**

## **ESTIMATED SOURCES OF REVENUE – FISCAL YEAR 2026**

### **Background**

Act 331 of the Public Acts of 1966, as amended, Section 141 states:

“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

Accordingly, it is necessary that the Lake Michigan College Board of Trustees take formal action to estimate the amount of taxes necessary for the ensuing fiscal year to cover estimated expenditures.

Estimated general fund expenditures for fiscal year 2026 are likely to generally approximate those of fiscal year 2025, which were budgeted to be \$42,500,000. Estimated property tax revenue for fiscal year 2026 is \$26,800,000, a significant portion of which will be used for capital improvements.

### **ACTION**

To ensure adequate funding for the ensuing fiscal year, we recommend that the Board of Trustees levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan.

I do hereby certify the official resolution of the Board of Trustees of Lake Michigan College to levy for all purposes the amount recorded in the approved minutes of said district.

---

Secretary

**MOTION** by Mr. Dissette with support by Mr. Weber to approve the submission of the Estimated Source of Revenue – Fiscal Year 2026 as presented.

### **ROLL CALL VOTE**

**Chair Smith** asked the board secretary for a roll call vote

**Yeas:** Mr. Grover, Ms. Burghdoff, Mr. Dissette, Ms. Johnson, Mr. Weber, Ms. Smith

**Nays:** None

**MOTION APPROVE**

## **ACADEMIC AFFAIRS NEW PROGRAM PROPOSAL**

### **New Physical Therapy Assistant Associate in Applied Science**

The Physical Therapist Assistant (PTA) Program aims to prepare competent, ethical, and career-ready physical therapist assistants who can effectively contribute to the healthcare field under the supervision of licensed physical therapists. This Associate in Applied Science degree program combines rigorous academic coursework with hands-on clinical experiences to develop students' skills in implementing treatment plans, improving patient mobility, and enhancing overall physical function.

The curriculum is structured over six semesters: two semesters of general education and prerequisites, followed by four semesters of professional courses. It emphasizes critical thinking, technical proficiency, and professional conduct, ensuring graduates are well-prepared to assist in the treatment of patients with various conditions across diverse healthcare settings. Upon completion, graduates will be eligible to take the National Physical Therapy Examination (NPTE) for licensure, positioning them to begin rewarding careers as physical therapist assistants.

This program offers significant benefits to multiple stakeholders. Students gain a clear pathway to a rewarding healthcare career with strong employment prospects. The college expands its range of high-quality healthcare programs, enhancing its reputation in allied health education. The local community benefits from increased access to well-trained healthcare professionals, potentially improving the overall quality and availability of physical therapy services in the area. Through this program, graduates are positioned to make meaningful impacts on patient care and community health.

The labor market data from the Lightcast Q3 2024 Data Set demonstrates a robust and growing demand for Physical Therapist Assistants in the six-county region. The current job market for PTAs is strong, with employment numbers exceeding the national average for similarly sized regions. Projections indicate significant growth in the coming years, outpacing the national average. Job posting activity is vigorous, with numerous competing employers consistently seeking PTAs. Salaries in the region are competitive, aligning closely with national figures. Importantly, there are currently no PTA training programs or completions in the region, despite a substantial number of annual job openings across various healthcare settings. This educational gap, combined with the thriving job market, presents a clear opportunity for program development.

These regional trends align with national projections. According to the U.S. Bureau of Labor Statistics, employment of PTAs is expected to grow 25% from 2023 to 2033, much faster than the average for all occupations. The median annual wage for physical therapist assistants was \$64,080 in May 2023, indicating strong earning potential. Given both the regional demand and positive national outlook, establishing a PTA program would not only

fill a critical educational need but also provide students with excellent career prospects in a rapidly growing healthcare field.

**ACTION:**

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Physical Therapy Assistant Associate in Applied Science.

**MOTION** by Ms. Burghdoff with support by Mr. Dissette to approve the Academic Affairs New Program Proposal for Physical Therapy Assistant Associate in Applied Science as presented above.

**ROLL CALL VOTE**

**Chair Smith** asked the board secretary for a roll call vote

**Yeas:** Ms. Burghdoff, Mr. Dissette, Ms. Johnson, Mr. Weber, Ms. Smith, Mr. Grover

**Nays:** None

**MOTION APPROVED**

## POLICY TO BE DELETED

Lake Michigan College Policy

Regulations have been  
vacated and reverted back  
to the 2020 regulations

### TITLE IX SEXUAL-BASED HARASSMENT

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	12/8/20
Dates Reviewed:	12/8/20, 12/8/21 (C)
Last Date Approved:	12/8/20, 7/24/24

---

Lake Michigan College (the College) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. The College has adopted Title IX grievance procedures that implement this Policy and that provide for the prompt and equitable resolution of Complaints made by students, employees, or other individuals who are participating or attempting to participate in the College's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

The grievance procedures in this Policy address complaints of sex-based harassment that involve a student party. Complaints of sex discrimination, including sex-based harassment, where a student is not a party will be addressed under the College's Title IX Non-Discrimination Policy and Grievance Procedures for Complaints of Sex Discrimination by Employees and Others. Complaints of other forms of sex discrimination involving students will typically be addressed under the College's Title IX Non-Discrimination Policy and Grievance Procedures for Complaints of Sex Discrimination (Not Sex-Based Harassment) By Students.

However, complaints of sex discrimination where a student is the respondent, credibility is an issue, and a finding of sex discrimination could result in serious discipline will be entitled to use the grievance procedures in this Policy.

#### SEX-BASED HARASSMENT COVERED BY THIS POLICY

The College prohibits Sex Discrimination in all programs and activities that the College operates. Sex-based harassment is a form of sex discrimination, which means harassment on the basis of sex – including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that falls within one of the following categories:

- (1) *Quid pro quo harassment*. An employee, agent, or other person with authority to provide an aid, benefit, or service under the College's education program or

activity explicitly or impliedly conditions the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the College's education program or activity; or

(3) *Specific offenses, including:*

- Sexual Assault
- Dating or Domestic Violence
- Stalking

Sex-based harassment is covered by this Policy when it occurs under the College's education program or activity in the United States. This includes Conduct that occurs in a building owned or controlled by a student organization that is officially recognized by the College and conduct that is subject to the College's disciplinary authority. The College will address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the College's education program or activity.

## **REPORTING AND RESPONSE PROCEDURES**

### **I. Reporting Concerns about Conduct That May Be Sex-Based Harassment.**

The College encourages anyone who believes that they have been subjected to Sex based Harassment (or has knowledge of another person being subjected to Sex based Harassment) in connection with the College's programs or activities to promptly report their concerns to the College. The nature of the College's response will depend upon whether the report is made to a "confidential employee" or another College employee.

**A. Reports to a "Confidential Employee."** Reports made to a "confidential employee" will not be shared with the Title IX Coordinator or other school officials. Nor will such



reports be shared with other individuals without express permission of the reporting person or the person about whom the report pertains, unless required by law. After receiving a report about conduct that may reasonably constitute sex discrimination, the confidential employee will share information with the reporting person about Title IX and its regulations, including the confidential employee's status, how to contact the Title IX Coordinator, how to make a complaint, and how to obtain additional information about possible supportive measures and options for resolution.

1. At the College, Counselors in the Student Well-Being and Accessibility office are designated as "confidential employees." They may be contacted:

[counseling@lakemichigancollege.edu](mailto:counseling@lakemichigancollege.edu)  
(269)927-8866

2. Confidential Employees must be acting within the scope of the duties to which the privilege or confidentiality applies to be covered by this part. If a Confidential Employee hears of conduct that may reasonably constitute Sex Discrimination while acting in a different capacity (e.g., coach, faculty member), they must report pursuant to either Paragraph I.B or I.C, as applicable.

**B. Reports to College Employees with Authority to Institute Corrective Measures or Responsibility for Leadership, Teaching or Advising.** If a non- Confidential Employee who has authority to institute corrective measures on behalf of the College or who has responsibility for administrative leadership, teaching, or advising, receives information about conduct that may reasonably constitute Sex Discrimination, that person must report that information to the Title IX Coordinator.

**C. Reports to All Other College Employees.** All other employees not covered by the paragraphs I.A or I.B may either notify the Title IX Coordinator or provide the contact information of the Title IX Coordinator and information about how to make a Complaint to any person who informs that employee about conduct that may reasonably constitute Sex-based Harassment.

**D. Reports to the Title IX Coordinator.** When the Title IX Coordinator receives a report about conduct that may reasonably constitute Sex Discrimination, the Title IX Coordinator will be responsible for coordinating the College's response in a fair and equitable manner, consistent with Title IX and its regulations.

## **II. The College's Response to Reports About Conduct That May Reasonably Constitute Sex Discrimination**

**A. The Title IX Coordinator's Initial Response.** When the Title IX Coordinator becomes aware of conduct that may reasonably constitute sex discrimination, the Title IX Coordinator will take the following actions:

1. Provide the "complainant" (i.e., the person who is alleged to have been subjected to sex discrimination) or the person who made the report, if the complainant's identity is unknown, with information about the Title IX process and possible options for resolution, including:

- a. The availability of “supportive measures” for complainant, as described below in section II.B;
  - b. The right to make a “Complaint” that would trigger the College’s grievance procedure. A “Complaint” is an oral or written request that could objectively be understood as a request for the College to investigate and make a determination about alleged sex discrimination;
  - c. The option for informal resolution, if available and as described in the Informal Resolution section below;
2. If a Complaint is made, provide the “respondent” (i.e., the person who is alleged to have violated the College’s prohibition on sex discrimination) or the respondent’s parent, guardian or legal representative, with information about the Title IX process and possible options for resolution, including:
  - a. The availability of “supportive measures” for respondent, as described below section II.B
  - b. The grievance procedures;
  - c. The option for informal resolution, if available and as described in the Informal Resolution section below.
3. If a report made to the Title IX Coordinator does not trigger the grievance procedures (e.g., no complaint was made, the complaint allegations were withdrawn, no informal resolution process was elected), the Title IX Coordinator will determine whether to initiate a complaint that will trigger the grievance procedures. In making this determination, the Title IX Coordinator will consider multiple factors, including the complainant’s wishes; the complainant’s reasonable safety concerns; the risk of additional acts of sex discrimination if the grievance procedures are not initiated; the severity and scope of the allegations of sex discrimination; the age and relationship of the parties; the availability of evidence; and whether the College could end the alleged sex discrimination and prevent its recurrence without initiating the grievance procedures.
  - a. If the Title IX Coordinator initiates the complaint and grievance procedures, the Title IX Coordinator will first notify the complainant and address reasonable concerns about the safety of complainant or others, including by providing supportive measures.

**B. Supportive Measures, Emergency Removal and Administrative Leave.** The Title IX Coordinator will be responsible for coordinating supportive measures and removals.

1. *Supportive Measures.* “Supportive measures” are supports that the College may provide, as appropriate, to restore or preserve the complainant’s and respondent’s access to the College’s education program or activity. Supportive measures may be available to the

complainant even if the complainant does not make a Complaint that triggers the grievance process. Supportive measures may be available to the respondent if either the grievance procedures have been triggered or informal resolution process has been offered.

- a. Supportive measures may include, but are not limited to counseling, extensions of deadlines and other course-related adjustments; campus escort services; increased security or monitoring of certain areas of campus; restrictions on contact; leaves of absence; changes in class, work, housing, or other extracurricular or any other activity, and training and education programs related to sexual harassment. Supportive measures are not disciplinary or punitive, and may not unreasonably burden either party.
  - b. If a party disagrees with a decision to provide, deny, modify or terminate supportive measures applicable to them, the party may submit a written request to the Title IX Coordinator challenging the decision. The Title IX Coordinator will designate an impartial employee (other than the person who made the initial decision) to evaluate the party's challenge and decide whether to modify or reverse the decision. The impartial employee's decision is final, except that a party may seek additional modification or termination of supportive measures applicable to them if circumstances change materially.
  - c. Supportive measures may be available, as appropriate, through any grievance procedure or informal resolution process; following resolution, supportive measures may terminate or remain in place.
  - d. Supportive measures offered to the parties are confidential and may not be disclosed, except as necessary to provide the supportive measure or restore or preserve a party's access to the College's education program or activity.
2. *Emergency Removals.* Removal of a student-respondent from the College's education program or activity is only permitted on an emergency basis and may only occur after the College undertakes an individualized safety and risk analysis and determines that an imminent and serious threat to the health and safety of a complainant or others arising from the allegations of sex discrimination justifies removal. If the College determines that an emergency removal is justified, the College must provide notice to the respondent and an opportunity to challenge the decision immediately following the removal. Any such challenge should be submitted to the Title IX Coordinator, who will be responsible for designating an impartial employee (other than the employee who made the initial decision) to evaluate and make a decision on the respondent's challenge.

3. *Administrative Leave.* The College may place an employee- respondent on administrative leave pending completion of the grievance procedures.

### **III. Complaints of Sex Discrimination Triggering the Grievance Procedures**

An oral or written request that could objectively be understood as a request for the College to investigate and make a determination about alleged sex discrimination is considered a “Complaint” that triggers the Title IX grievance procedures.

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the College investigate and make a determination about alleged discrimination under Title IX:

- A Complainant;
- A parent, guardian, or other authorized legal representative who has the legal right to act on behalf of a Complainant; or
- The College’s Title IX Coordinator.

## **GRIEVANCE PROCEDURES**

### **I. Basic Requirements**

The College will treat Complainants and Respondents equitably. The Title IX Coordinator, investigator, or decisionmaker may not have a conflict of interest or bias for or against Complainants or Respondents, generally, or for or against an individual Complainant or Respondent. As long as there is no conflict of interest or bias, a decisionmaker may be the same person as the Title IX Coordinator or investigator.

The College presumes that the Respondent is not responsible for the alleged Sex Discrimination until a determination is made at the conclusion of its grievance procedures.

The College has established the following timeframes for the major stages of the grievance procedures:

- *Evaluation:* Within five business days of receiving a Complaint, the Title IX Coordinator will evaluate the Complaint to determine whether it should be dismissed or investigated.
- *Investigation:* Within thirty business days of receiving a Complaint, the investigation will be completed.
- *Determination:* Within forty business days of receiving a Complaint, a determination will be issued.
- *Appeal:* Within five business days after a determination is issued, parties may submit a written appeal as set forth in Section VIII below. The other party will be allowed five business days to respond. A decision will be made on the appeal within ten business days after the appeal is received.

If it determines that reasonable cause for extension exists, The College may extend These timeframes on a case-by-case basis for good cause by providing notice to the parties that includes the reason for the delay. The College will notify the Parties of the extension via their Lake Michigan College email.

The College will take reasonable steps to protect the privacy of the parties and Witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties shall not engage in retaliation, including against witnesses.

The College will objectively evaluate all evidence that is relevant and not otherwise impermissible: including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

The following types of evidence, and questions seeking that evidence, are Impermissible (i.e., will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a Confidential Employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- For Sex-based Harassment Complaints, evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent's committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to alleged Sex-based Harassment. The fact of prior consensual sexual conduct between the Complainant and the Respondent does not by itself demonstrate or imply the Complainant's consent to alleged Sex-based Harassment or preclude determination that Sex-based Harassment occurred.

To determine whether and how these procedures apply to a party who is both a student and an employee, The College will conduct a fact-specific review to determine the individual's primary relationship with the College. At a minimum, the College will consider whether the party's primary relationship with the College is to receive an education and whether the alleged Sex-based Harassment occurred while the party was performing employment- related work.

## II. Written Notice of Allegations

Upon initiation of the College's Title IX grievance procedures, and with sufficient time for the parties to prepare a response before any initial interview, the College will notify the parties in writing of the following:

- The College's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute Sex Discrimination or, if applicable, Sex-based Harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The Respondent is presumed not responsible for the alleged Sex Discrimination or, if applicable, Sex-based Harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- If credibility is at issue, the parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. If the College provides access to an investigative report, the parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- The College Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during grievance procedures.
  - **Acts of Dishonesty:** No student shall furnish false and/or misleading information to any official, college employee of office nor engage in forgery, alteration or misuse of any college document, record or instrument of identification.

If, in the course of an investigation, the College decides to investigate additional allegations of Sex Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the College will notify the parties of the additional allegations.

## III. Dismissal of a Complaint

The College may dismiss a Complaint of Sex Discrimination if:

- The College is unable to identify the Respondent after taking reasonable steps to do so;
- The Respondent is not participating in the College's education program or activity and is not employed by the College;
- The College obtains the Complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a Complaint, and the College determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute Sex Discrimination under Title IX even if proven; or

- The College determines the conduct alleged in the Complaint, even if proven, would not constitute Sex Discrimination under Title IX.

Before dismissing a Complaint, the College will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, the College will promptly notify the Complainant in writing of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing.

The College will notify the Complainant that a dismissal may be appealed on the bases outlined in the Appeals section of these procedures. If dismissal occurs after the Respondent has been notified of the allegations, then the College will also notify the Respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in the Appeals section.

When a Complaint is dismissed, the College will, at a minimum:

- Offer supportive measures to the Complainant as appropriate;
- If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that Sex Discrimination does not continue or recur within the College's education program or activity.

#### **IV. Investigation**

The College will provide for adequate, reliable, and impartial investigations of Complaints.

The burden is on the College—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether Sex-based Harassment occurred.

The College will provide to a party whose participation is invited or expected, and with sufficient time for the party to prepare to participate, written notice of the date, time, location, participants, and purpose of all meetings or proceedings.

Advisors. If Credibility is at issue, the College will provide each party with the same opportunity to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- The College will not limit the choice or presence of the advisor for the Complainant or Respondent in any meeting or proceeding.
- The College may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.
-

The College will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

Witnesses and Evidence. The College will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Relevance. The decisionmaker will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The College will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of Sex-based Harassment, and not otherwise impermissible, in the following manner:

- The College will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. If the College provides access to an investigative report, the College will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- The College will provide a reasonable opportunity to review and respond to the evidence or the investigative report. If the College conducts a live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing; and
- The College will take reasonable steps to prevent and address the parties' and their advisors', if applicable, unauthorized disclosure of information and evidence obtained solely through these grievance procedures.

## **V. Questioning the Parties and Witnesses**

The College will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

### **A. Live Hearings**

The College will conduct a live hearing.

The College's process for proposing and asking relevant, not otherwise impermissible questions of parties and witnesses, including questions challenging credibility, will:

- Allow the decisionmaker to ask such questions, and
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed below.



The College will conduct the live hearing with the parties physically present in the same geographic location or, at the College's discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking.

The College will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

#### **B. Procedures for the Decisionmaker to Evaluate Questions and Limitations on Questions.**

The decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

#### **C. Impact of Refusal to Respond to Questions and Inferences Based on Refusal to Respond to Questions.**

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to relevant, permissible questions. The decisionmaker will not draw an inference about whether Sex Discrimination or Sex- based Harassment occurred based solely on a party's or witness's refusal to respond to such questions.

### **VI. Determination Whether Sex Discrimination Occurred**

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the College will:

- Use a preponderance of the evidence standard of proof to determine whether Sex Discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant, permissible evidence for its persuasiveness. If the decisionmaker is not persuaded by the evidence, under the applicable standard, that Sex Discrimination occurred, whatever the quantity of the evidence, the decisionmaker will not determine that Sex Discrimination occurred;
- Notify the parties simultaneously, in writing, of the decisionmaker's determination, including:
  - A description of the alleged Sex Discrimination;
  - Information about the policies and procedures that the College used to evaluate the allegations;
  - The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether Sex Discrimination occurred;

- When the decisionmaker finds that Sex Discrimination occurred, set forth any disciplinary sanctions the College will impose on the Respondent and state whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the Complainant, and, if applicable, to other students identified by the College to be experiencing the effects of the Sex Discrimination; and
  - The College's procedures and permissible bases for the Complainant and Respondent to appeal.
- Not impose discipline on a respondent for Sex Discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited Sex Discrimination.
- If there is a determination that Sex Discrimination occurred, as appropriate, the Title IX Coordinator will:
  - Coordinate the provision and implementation of remedies to a Complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by Sex Discrimination;
  - Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
  - Take other appropriate prompt and effective steps to ensure that Sex Discrimination does not continue or recur within the College's education program or activity.
  - Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a Respondent; and
  - Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the final determination whether Sex Discrimination occurred. College may address false statements by initiating a disciplinary process under the Code of Conduct or other relevant policies if there is evidence independent of the determination whether Sex Discrimination occurred.

## **VII. Disciplinary Sanctions and Remedies**

Following a determination that sex-based harassment occurred, the College may impose disciplinary sanctions, which may include discipline ranging from a verbal warning up to and including expulsion, termination of employment, or exclusion from the College's programs and activities.

The College may also provide remedies, which may include ensuring that a complainant can move safely between classes and while at school or on campus such as by providing a campus escort or allowing a student to park in the employee parking lot; making changes to housing, class schedules and extracurricular activities to ensure the complainant and respondent are separated; providing services, including medical support and counseling; providing academic resources and support; reviewing any disciplinary actions taken against the complainant to determine whether there is a causal connection between the sex-based harassment and the misconduct; providing reimbursement for professional counseling services; making tuition adjustments; and any other remedies the College

deems appropriate.

## **VIII. Appeals**

The College will offer an appeal from a dismissal or determination whether Sex Discrimination occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against Complainants or Respondents, generally, or the individual Complainant or Respondent that would change the outcome.

If a party appeals a dismissal or determination whether Sex Discrimination or Sex-based Harassment occurred, the College will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the College will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal the College offers will be equally available to all parties.

## **INFORMAL RESOLUTION**

In lieu of resolving a Complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The College will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any.

The College will not offer informal resolution to resolve a Complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, the College will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;

- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegation or appeal the resolution;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

## **DEFINITIONS**

Business Day: means a day when the College is in operation.

Complaint: an oral or written request to College that objectively can be understood as a request to investigate and make a determination about alleged discrimination under Title IX or in one of its education programs or activities.

Complainant: A student or employee of the College who is alleged to have been subjected to conduct that could constitute Sex Discrimination under Title IX; or

A person other than a student or employees of the College who is alleged to have been subjected to conduct that could constitute Sex Discrimination under Title IX at a time when that individual was participating or attempting to participate in Lake Michigan College's education program or activity.

Conduct Subject to the School's Disciplinary Authority: This includes, but is not limited to, conduct that occurs on school property; through use of school property (e.g., during online learning or when using the College's network or computer systems); at school-sponsored events or activities; and in off-campus settings, if the conduct is sufficiently serious or severe that it could contribute to a hostile environment within its programs or activities. This includes conduct that occurred outside of the United States if that conduct is alleged to be contributing to a hostile environment in the College's education program or activity.

Confidential Employee: An employee of the College whose communications are Privileged or confidential under Federal or State law.

Conflict of Interest: All individuals who have responsibility in administering the grievance process under this policy must be free of any conflicts of interests or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

Consent: A voluntary, informed, un-coerced agreement through words or actions that freely given, and which could be reasonably interpreted as a willingness to participate in mutually agreed upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on

subsequent occasions.

- The existence of prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in an individual's manner or dress.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.

Dating Violence: Violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with another individual. The existence of such a relationship will be determined based on the reporting individual's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not cover acts covered under the definition of domestic violence. Dating violence does not require a showing of severity, pervasiveness, or objective offensiveness.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the laws of the State of Michigan. Domestic violence does not require a showing of severity, pervasiveness, or objective offensiveness.

FERPA: Family Education Rights and Privacy Act; 20 U.S.C. § 1232g, *et seq.*

Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the Complainant's ability to access the College's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluation the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other Sex-based Harassment in the College's education program or activity.

Incapacitation: A state when an individual's perception or judgement is so impaired that the individual lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to

consent to sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where an individual knows or should have reasonably understood that the individual is incapacitated, constitutes Title IX Sexual Harassment as defined in this policy. This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Preponderance of the Evidence: The greater weight of the evidence; not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force; superior evidentiary weight that, though not sufficient to free the mind wholly from all reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

Parties: both the Complainant(s) and the Respondent(s), collectively.

Privacy: the discretion that will be exercised by the College in the course of any investigation or process under this policy.

Quid Pro Quo harassment: An employee, agent, or other person with authority to provide an aid, benefit, or service under the [College]'s education program or activity explicitly or impliedly conditions the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Respondent: a person who is alleged to have violated [College]'s prohibition on Sex Discrimination.

Retaliation: Taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Sanction: a consequence imposed by the College on a Respondent who is found to have violated this policy.

Sexual Assault: Defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes:

- Rape: The carnal knowledge of a person, without consent.
- Sodomy: Oral or anal sexual intercourse with another person.
- Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal openings of the body of another person.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. In Michigan, the age of consent is 16.

Sexual assault does not require a showing of severity, pervasiveness, or objective offensiveness.

Sex-based Harassment: a form of Sex Discrimination, which includes *quid pro quo*, hostile environment harassment, and certain, specific offenses referenced in 34 C.F.R. § 106.2. Not all Sex Discrimination is Sex-based Harassment.

Sex Discrimination: Discrimination on the basis of sex, which includes sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex Discrimination includes, but is not limited to, Sex-based Harassment.

Stalking: Engaging in a course of conduct directed at a specific individual that would cause a reasonable person to: (a) fear for the individual's safety or the safety of others; or (b) suffer substantial emotional distress.

Course of Conduct means two or more acts, including acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about an individual, or interferes with an individual's property.

Stalking does not require a showing of severity, pervasiveness, or objective offensiveness.

Supportive Measures: Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

Restore or preserve that party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; or

Provide support during the College's grievance procedures or during the informal resolution process.

Title IX: Title IX of the Education Amendments of 1972 (Pub. L. 92-318; 20 U.S.C. 1681, 1682, 1683, 1685, 1686, 1687, 1688, 1689), as amended.

Title IX Coordinator: the employee who has been designated to coordinate the College's efforts to comply with its responsibilities under Title IX.

**MOTION** by Mr. Dissette with support Mr. Grover to delete the policy.

## **ROLL CALL VOTE**

**Chair Smith** asked the board secretary for a roll call vote

**Yeas**: Ms. Johnson, Mr. Weber, Ms. Smith, Mr. Grover, Ms. Burghdoff, Mr. Dissette,

**Nays:** None

**MOTION APPROVED**



## SECURITY CAMERAS

Office of Origin:	Facilities Managment
Responsibility:	Executive Director, Facilities Management
Date Adopted:	xx-xx-xx
Dates Reviewed:	xx-xx-xx
Last Date Board Approved:	xx-xx-xx

---

The College is committed to providing a safe and secure environment for students, faculty, staff, and visitors. Security cameras are an important tool in achieving this goal. However, their use must be balanced with the need to respect the privacy of individuals. The purpose of this policy is to establish guidelines for the use of security cameras on campus to enhance safety, deter criminal activity, and protect college property while respecting individual privacy rights. This policy applies to all security cameras installed on College property, including but not limited to hallways, parking lots, and public spaces.

### Camera Installation and Placement

Only authorized personnel from the Information Technologies or Facilities Management may install security cameras. Cameras will be placed in high-traffic areas, entrances and exits, and locations identified as having increased visibility and accessibility needs.

### Request for Camera View Access

Access to security camera views is limited to authorized personnel, including faculty and staff, who require access for operational purposes related to their roles. Individuals that believe access is required should submit a system access request form in the IT Service Desk Portal. Access requests will be reviewed by IT and shared with the security team and the individual's Cabinet member for approval. All individuals granted access to camera views will receive view only access and are expected to maintain confidentiality and use the footage solely for the purposes specified in their request and remain in compliance with the Acceptable Use Policy. Unauthorized sharing or misuse of camera footage is strictly prohibited and may result in disciplinary action.

### Data Management

- **Recording:** Security cameras will record ~~continuously or~~ on motion detection, depending on the location and needs.
- **Storage Duration:** Recorded footage will be retained for a minimum of 90 days. Exceptions will be made when footage is required for an ongoing investigation or legal matter.
- **Access Control:** Access to recorded footage will be restricted to authorized personnel, including the facilities security team and IT staff, who require it for legitimate purposes.

## Privacy Considerations

- **Restricted Areas:** Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, such as restrooms, locker rooms, or private offices.
- **Use of Footage:** Recorded footage will only be used for legitimate security purposes, including but not limited to investigations of incidents, safety reviews, routine checks to ensure functionality, and legal compliance.
- **Live Viewing:** Live footage viewing will be restricted to situations where there is a reasonable suspicion of an incident occurring, such as in response to an alarm, reported security breach, or observed unusual activity. Live viewing should not be conducted without cause and must be directly related to the need to investigate or address a specific concern.

## Flock Cameras

Flock cameras are specialized license plate recognition cameras designed to enhance campus security by monitoring vehicle access and identifying vehicles of interest.

- **Installation Locations:** Flock cameras will be strategically placed at campus entry and exit points, as well as in designated parking areas.
- **Data Collection:** Flock cameras will capture license plate information and associated metadata (e.g., date, time, location). This data is used primarily for security purposes, including incident investigations and vehicle identification.
- **Data Retention:** Data collected by Flock cameras will be retained for a minimum of 90 days unless it is part of an ongoing investigation or legal matter, in which case it may be retained longer as required.
- **Access Control:** Access to Flock camera data will be limited to authorized personnel only, including the security team and designated IT staff as required.

## Request to Review Recordings

- **Internal Requests:** Requests for security camera footage should be requested through Human Resources.
- **External Requests:** All requests from sources external to the College for the release of information and results obtained through surveillance monitoring or recording must be

submitted to the FOIA Coordinator for approval prior to release.

- **Confidentiality:** All requests and resulting footage will be handled with strict confidentiality. Access to footage will only be granted for the specified purpose, and any unauthorized use or sharing of footage is strictly prohibited.
- **Denial of Access:** If a request for access is denied, the requester will receive a written explanation for the denial.

## **Compliance with Laws**

All use of security cameras will comply with applicable federal, state, and local laws, including those related to privacy and surveillance.

## **Reporting Concerns**

Any concerns or complaints regarding the use of security cameras should be directed to the security team.

References: [Acceptable Use Policy](#), [IT Service Desk Portal](#), [Record Retention](#), [Freedom of Information Act \(FOIA\)](#)

## **POLICY-2nd READ**

The above policy was presented to the Board of Trustees as a second read for review and/or approval.

1. Security Cameras

### **ACTION:**

College Administration recommended that the Board of Trustees approve the policy as presented.

**MOTION** by Mr. Dissette with support by Mr. Grover to approve the policy as present.

### **ROLL CALL VOTE**

**Chair Smith** asked the board secretary for a roll call vote

**Yeas:** Mr. Dissette, Ms. Johnson, Mr. Weber, Ms. Smith, Mr. Grover, Ms. Burghdoff

**Nays:** None

**MOTION APPROVED**

## POLICIES-1st READ FOR REVIEW

Lake Michigan College

### ANNUAL SECURITY AND FIRE SAFETY REPORT

[replaces a procedure]

Office of Origin:	Accreditation, Strategic Projects & Quality
Responsibility:	Dean, Accreditation, Strategic Projects & Quality
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

---

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires institutions to publish an Annual Security Report (ASR) as well as submit all crime statistics to the Department of Education. Institutions with on-campus housing must also submit a Fire Safety Report (FSR) along with other items detailed below.

Lake Michigan College (LMC) will prepare an ASR and FSR that reflects LMC's current policies and procedures, and which contains, at minimum, the following information:

- Crime statistics (stats) gathered from LMC's Care and Concern reports, incident reports, and campus security reports. In cooperation with law enforcement agencies, the department of Accreditation, Strategic Projects, & Quality (ASPQ) will collect stats from these agencies covering LMC's Clery geography. All crime stats are collected and maintained from the most recent three calendar years. (See Appendix A for Clery reportable crimes and definitions.)
- Statements of policies and procedures include, but are not limited to, how students and others can report criminal actions or other emergencies occurring on campus, security and accessing campus facilities, emergency evacuation and preparedness procedures, missing student notifications, prohibited items on campus, institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, a statement advising the campus community where registered sex offenders may be located, etc.
- Programming of the following, but not limited to drug and alcohol abuse education, dating violence, domestic violence, sexual assault or stalking, prevention of crimes, campus security procedures and practices, etc.
- Fire Safety procedures, for on-campus housing facilities.

Lake Michigan College

LMC will publish the ASR and FSR by October 1 of each year. ASPQ will release the ASR and FSR along with a statement to the LMC campus community of its availability. Paper copies will be made available upon request.

**References:**

Building Access procedure [\[link\]](#)  
Campus Security Authority procedure [\[link\]](#)  
Clery Compliance Act policy [\[link\]](#)  
Clery Geography procedure [\[link\]](#)  
Crime Definitions in Appendix A following  
Daily Crime & Fire Log procedure [\[link\]](#)  
Title IX policy [\[link\]](#)

---

**Appendix A: Crime Definitions (Federal/Clery Definitions)**

*Listed in alphabetical order, not Clery hierarchy order.*

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

## Lake Michigan College

- Dating Violence does not include acts covered under the definition of Domestic Violence.

### Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Disciplinary Referrals (Referred for Disciplinary Action)

The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

### Domestic Violence

A felony or misdemeanor crime of violence committed by any of the following individuals:

1. A current or former spouse or intimate partner of the victim; or
2. A person with whom the victim has a child in common; or
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Drug Abuse (Law) Violations

Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroine and codeine), marijuana; synthetic narcotics (Demerol and Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following eight categories

Lake Michigan College  
are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin or Disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. Crimes that are classified under this definition include all listed Clery Reportable Crimes plus: larceny/theft, simple assault, intimidation, destruction, vandalism and/or damage. Weapon, drug law and liquor law violations are not included in hate crime data.

#### Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

#### Larceny/Theft

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

#### Liquor Law Violations

The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession of alcoholic beverages; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor; using a vehicle for illegal transportation of liquor; open alcohol in a motor vehicle; consumption of alcohol in public; and other related offenses. Driving under the influence of alcohol is not included in this definition.

#### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft, are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding.

#### Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

#### Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Lake Michigan College

### Sexual Assault (Sex Offenses)

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part, or object; or oral penetration by a sex organ of another person without consent of the victim. This offense includes the rape of both males and females.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: A non-forcible sexual intercourse with a person who is under the statutory age of consent (which is 16 in the State of Michigan).

### Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- Reasonable person means a person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish



Lake Michigan College

that may but does not necessarily require medical or other professional treatment or counseling.

#### Weapon Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

USE OF ARTIFICIAL INTELLIGENCE IN THE WORKPLACE

Office of Origin	Information Technology
Responsibility	Chief Information Officer
Original Date Adopted	XX-XX-XX
Dates Reviewed	XX-XX-XX
Last Date Board Approved	XX-XX-XX

---

This policy establishes guidelines for the ethical and compliant use of Artificial Intelligence (AI) technologies by employees at Lake Michigan College (the College). It aims to enhance productivity and decision-making while mitigating risks and ensuring alignment with legal, ethical, and institutional standards.

This policy applies to all employees of the College and those working on behalf of the College, such as Edustaff. It does not cover the use of AI by students.

General Guidelines

1. There are currently no AI tools approved for use by the College other than commercially available AI search engine tools (such as ChatGPT, Perplexity, etc.) Requests for use of new tools must be submitted via the IT ticketing system, including the intended use case. The IT security team will evaluate and provide recommendations.
2. Before an AI tool is used in any “official” work capacity, the employee must complete training on its capabilities, limitations, and identifying potential risks like bias or errors.
3. Critical tasks require human review and decision-making. AI may assist but not replace human judgment.
4. Employees may not use AI tools for profiling, monitoring, or decision-making that involves personally identifiable information (PII).
5. Any AI-related errors in work products or concerns about compliance issues must be promptly reported to IT and the supervising Cabinet member for review.
6. AI tools must comply with privacy, accessibility, bias, and anti-discrimination policies and laws.
7. Employees may request clarification or raise concerns about AI usage through their supervising Cabinet member, who will provide guidance and resolution.

### Acceptable Uses of AI

AI is currently permitted for:

- Routine administrative tasks (e.g., communication drafts, document review, synthesizing, brainstorming).
- Information retrieval and analysis to support research and decision-making.
- Predictive analytics to identify trends, risks, or opportunities.
- Accessibility enhancements like translation, transcription, and captioning.

Sensitive data usage requires approval from the supervising Cabinet member.  
Private AI models must be used for tasks involving sensitive or confidential data.

### Prohibited Uses of AI

AI must not be used for:

- Tasks involving safety risks or of significant consequence without appropriate human oversight.
- Handling confidential data without appropriate authorization.
- Decisions requiring specialized licensure (e.g., legal, mental health services) without licensed oversight.
- Fully automated changes.
- Unauthorized access to sensitive data or records.
- Independent updates to AI systems or configurations without IT oversight.

### Recording of Meetings Using AI

AI-based meeting recordings (video, audio, transcription) must adhere to the following standards.

1. Obtain host approval and participant consent before recording.
2. Store recordings securely, restricting access to authorized personnel only.
3. Retain recordings only as necessary and delete them in compliance with the College Record Retention policy.
4. Follow legal guidelines, with periodic reviews to ensure adherence.

**References:** Acceptable Use policy  
Institutional Data Management policy  
Record Retention policy

## CASH & CASH HANDLING

Office of Origin:	Finance
Responsibility:	Director of Finance
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

---

This cash handling policy governs the handling of cash and cash equivalents at Lake Michigan College (the College). Its purpose is to ensure cash is controlled and safeguarded.

### **Definitions and Responsibilities**

#### **Cash and Cash Equivalents**

Cash includes physical currency (coins and paper money) and demand deposits (like checking accounts). Cash equivalents are items easily converted to cash or used like cash, including gift cards, prepaid debit cards, credit card receipts, and vouchers. Both individually and collectively these are referred to as “cash.”

#### **Cash Handler**

An individual responsible for cash drawer and conducting cash transactions such as collecting payments, issuing receipts, and maintaining accurate transaction records. Cash handlers ensure that all cash received aligns with transaction logs and are responsible for reporting any discrepancies.

#### **Cash Custodian**

A designated individual accountable for the safekeeping, storage, and security of cash assets. Cash custodians oversee secure cash storage, control access to cash safes, and manage cash transfers between departments or to banking institutions. Custodians are responsible for documenting with Finance a process that outlines how cash assets will be managed. They should also periodically audit cash handling activities to ensure compliance with this process and policy.

#### **Petty Cash Custodian**

A specific type of cash custodian responsible for managing and distributing petty cash, ensuring that all transactions are documented, and reconciling petty cash balances regularly.

### **Responsibilities of Finance Department**

The Director of Finance or designee will provide mandatory training for each Cash Handler and Custodian. After completing training on cash handling responsibilities, Cash Handlers and Custodians will sign this policy to acknowledge their understanding. The Finance Department will keep a signed copy, and Human Resources will place it in the individual's personnel file.

### **General Cash Controls**

- All cash must be securely locked in a box when not in use.
- Cash must not be used for personal expenses.
- Unauthorized cash handling or any suspicion of cash theft must be reported to Finance immediately.

### **Cash Handling – Cash Drawer**

A Cash Drawer, typically holding \$300 or less, is necessary for making change in sales operations (e.g., bar sales) and is used in conjunction with a cash register or approved receipt system. Receipts should be issued for every transaction.

At the end of each sales day, the Cash Handler must reconcile the Cash Drawer:

- Unless other arrangements are made, in writing, with the Finance Department, 2 individuals must count the cash, with one being the Cash Handler.
- Both individuals must sign the count document.
- The cash amount must be reconciled with daily sales. Any difference is recorded as "Cash Short/Cash Over."
- The Cash Custodian must initial and date the reconciliation.

Cash Short/Cash Over of more than \$10 must be reported in writing to the Director of Finance.

Before or on the next business day, the Cash Handler or Cash Custodian must take the reconciliation and cash from sales to the Finance Department for deposit.

If a Cash Drawer is not used regularly, it must be counted at least monthly by the Cash Custodian, with counts documented and reported to the Director of Finance.

To increase, decrease, or close a Cash Drawer, contact the Director of Finance.

### **Cash Handling – Petty Cash Funds**

A Petty Cash Fund is a secure cash store approved by the Director of Finance for infrequent expenses of \$25 or less, usually totaling \$100 or less.

To set up a Petty Cash Fund, obtain a voucher from the Director of Finance. Once approved, funds will be provided to the Petty Cash Custodian within 5 business days.

The Petty Cash Custodian may request replenishment with the Director of Finance's approval by presenting a reconciliation of cash, descriptions of expenditures with supporting receipts, and the remaining cash balance.

The Petty Cash Custodian must reconcile the Petty Cash Fund monthly, comparing the cash on hand plus receipts to the beginning balance. Monthly reconciliation should be submitted to Finance for review.

To increase, decrease, or close a Petty Cash Fund, contact the Director of Finance.

### **Fiscal Year-End Procedures**

All Petty Cash Funds must be reconciled by the Cash Supervisor at fiscal year-end, with documentation provided to the Director of Finance.

### **Consequences for Violations**

Violations of this policy or poor cash handling protocols resulting in unaccounted cash may lead to disciplinary action, up to termination. Potential consequences include:

- **Minor Errors:** For discrepancies of less than \$10, the employee should receive additional training.
- **Repeated Minor Errors:** Continued minor errors may result in a written warning and further training, documented in the employee's file.
- **Moderate Violations:** For moderate violations (e.g., improper record maintenance), consequences may include loss of cash handling privileges, suspension, and/or retraining.
- **Serious Misconduct:** Serious violations (e.g., theft, fraud, gross negligence) may result in immediate disciplinary action, including termination

**References:** **Note: delete PETTY CASH AND CASH DRAWER procedure after policy adopted.**

## GRANTS & GRANT MANAGER RESPONSIBILITIES

Office of Origin:	President's Office
Responsibility:	Cabinet
Original Date Adopted:	10-25-22
Dates Reviewed:	10-25-22, x-x-xx
Last Date Board Approved:	x-x-xx

---

This policy is not intended to be comprehensive or to be a substitute for other Lake Michigan College (the College) policies and procedures, for funding agency requirements, or for applicable state or federal legislation, regulations, or any other requirements that govern the grant.

### Grant Manager Acknowledgment

All Grant Managers must acknowledge their understanding of the college's grant management policies and the grantor's terms. Grant Managers are responsible for ensuring compliance with both the college's policies and external requirements for grant activities, fund usage, and reporting. This acknowledgment is required before managing any grant-funded program. The signed acknowledgment should be submitted to Human Resources for the personnel file, with copies kept by the Grant Manager and supervisor.

### Applying for a Grant

- The Grant Manager must complete the **Grant Planning & Proposal Request form**; this form requires certain approvals.
- All approvals must be obtained prior to submission of the grant application to the funding agency.

### Spending Grant Funds Before Receiving the Grant

Prior written approval from a Cabinet member must be received before incurring any pre-award costs.

### Accepting a Grant and Required Approvals

If a grant application is funded, the Grant Manager must forward the Award Documents along with approved **Grant Planning & Proposal Request form** to the Finance Department (Finance). Award Documents may include Grant Award Notice (GAN), a list of reporting requirements, and a grant agreement.

Grant Managers should note that they cannot sign contracts, proposals, or other binding documents requesting an “authorized signature” unless appropriately authorized in the [Authority to Bind College to External Agreements](#) policy.

#### Required Internal Reporting

Once a grant is awarded and accepted, the Grant Manager must prepare summary of the grant for inclusion in the Board of Trustees report; once approved by the Cabinet member, the grant summary should be provided to the President’s Office.

#### Grant Manager Responsibilities

The Grant Manager is responsible for implementing and managing the grant within the approved budget, **funding agency required, and applicable regulations**. In addition, specifically, the Grant Manager is responsible for:

- Adhering to the terms of the grant.
- Ensuring compliance with applicable regulations, such as Office of Management & Budget Supplements and Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards
- Managing delivery of grant objectives within the approved budget.
- Meeting grant goals and objectives.
- Ensuring that grant funds are not used to supplant College funds.
- Submitting all required reports to the funding agency on time.
- Having all **budget and reporting** submissions to the funding agency approved in writing and in advance by the supervising Cabinet member.
- Hiring program staff in accordance with the grant.
- **Ensuring time and effort reports are completed in compliance with the Grant Time & Effort Reporting policy**
- Following operating requirements that are in the Grant Management procedure, including:
  - 
  - Budget submissions and related revisions to Finance
  - Equipment inventory, including disposition requirements
  - Reviewing accounting and financial records
  - Reviewing indirect cost calculations
  - Reviewing and reporting of Program Changes, as needed
  - Reviewing and requesting No-Cost Extensions, as needed
  - Completing of grant close out steps
- Managing record retention of grant documents.
- Developing and maintaining procedures that standardize the operations of the grant program within College policies and operating framework.



### Grant Funded Personnel

All personnel paid for with grant funds are hired for the grant period only. Employment ends when the grant ends unless the individual is hired into another position. College policies and procedures govern all activities related to personnel. Classifications and pay rates must conform to the College pay grid and job classification structure.

### Reimbursement of Expenditures

Most grant agreements are on a cost-reimbursement basis; see the [Federal Grants - Payments and Cash Management](#) policy. Finance is responsible for obtaining reimbursement funds. Funding agencies requiring invoices for reimbursement must have invoices prepared by Finance and submitted to the Grant Manager for approval prior to submission to the funding agency.

The funding agency will reimburse the College for eligible expenditures only up to the amount of the grant. Costs incurred in excess of the grant agreement amount or outside the approved budget line item categories are the sole responsibility of the College, and require the approval of the Chief Financial Officer (CFO) prior to incurring.

### Recordkeeping

The Grant Manager is responsible for record retention. Records must be maintained to sufficiently establish an audit trail. Records must show how the funds were used and the results the efforts produced. Records must be organized, readily obtainable, and retained according to the funding agency and the Record Retention policy, whichever is longer.

### Close Out

All work on the grant must be completed by the end date of the grant period. The Grant Manager may only charge allowable costs to the grant resulting from obligations incurred during the funding period and any authorized pre-award costs.

The Grant Manager is responsible for preparing and submitting reports and certifications in a timely manner and in accordance with the grant agreement and the close out procedures included in the Grant Management procedure.

### Audits and Site Visits

See [Audits, Tests, & Accreditation](#) policy.

### Human Subjects in Research

See [Protection of Human Subjects in Research](#) policy.

### Lobbying

See [Lobbying – Compliance with Federal and State Law](#) policy.

### Conflict of Interest

[Conflict of Interest in Federal/State Grants - Financial Conflict](#) policy.

### **References:**

- [Audits, Tests, & Accreditation](#) policy
- [Authority to Bind College to External Agreements](#) policy
- [Conflict of Interest in Federal/State Grants - Financial Conflict](#) policy
- [Federal Grants - Payments and Cash Management](#) policy
- [Grant Management](#) procedure
- Grant Time & Effort Reporting policy
- [Lobbying – Compliance with Federal and State Law](#) policy
- [Protection of Human Subjects in Research](#) policy
- [Record Retention](#) policy
- Office of Management & Budget (OMB) Supplements
- Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (the “Uniform Guidance”)

### Forms

- Grant Planning & Proposal Request form

---

## **Appendix A: Grant Manager Acknowledgment Form**

I, \_\_\_\_\_, acknowledge that I am the Grant Manager of the grant indicated below. I acknowledge that I have read and understood the policies and procedures governing the management of grants at Lake Michigan College. By signing this form, I agree to abide by those and also the following key principles:

- **Compliance with Grant Terms:** I understand that all grants are subject to specific terms and conditions set by the grantor. I will ensure that the grant is managed in strict compliance with these requirements.
- **Proper Use of Funds:** I will ensure that all funds received through the grant are used solely for the purposes outlined in the grant agreement and in

## Lake Michigan College Policy

accordance with College policies and any applicable laws.

- **Reporting and Documentation:** I understand the importance of maintaining accurate records and providing timely reports to both the grantor and the college. I will ensure that all reporting obligations are met as required by the grant agreement.
- **Time and Resource Management:** I will manage the grant within the timeframe specified by the grantor, ensuring that all activities and spending align with the grant's intended goals and deadlines.
- **Coordination with College Administration:** I will coordinate with the appropriate departments and individuals at the college to ensure full compliance with internal grant management policies and external grantor expectations.
- **Time and Effort Reporting:** I will ensure Time & Effort reports are completed by everyone working on the grant within one week of the end of each pay period and that completed reports are reviewed and submitted to Finance within one week of completion.

By signing this form, I agree that I will uphold these responsibilities and manage the grant in accordance with both the college's and the grantor's requirements.

Name of Grant:

Grant Manager Name:

Grant Manager Signature:

Date:

Supervisor Name:

Supervisor Signature:

Date:

## GRANT TIME & EFFORT REPORTING

Office of Origin:	Finance
Responsibility:	Chief Financial Officer
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

---

This policy requires accurate tracking and reporting of time and effort (T&E) for employees of Lake Michigan College (College) working on federally funded grants. It applies to all employees whose work is funded by federal grants and is designed to comply with federal regulations (see appendices for more information).

### **Responsibilities**

#### Employees must:

- Use the approved T&E report template provided by the college.
- Accurately complete T&E reports on a biweekly basis and submit to supervisor.
- Maintain supporting documentation of hours worked and tasks completed related to grant projects.

#### Supervisors must:

- Review and approve submitted T&E reports for accuracy and completeness within 7 calendar days of end of biweekly pay period and submit to Finance.

### **Compliance and Consequences:**

Non-compliance with this policy may result in disciplinary action, which may include, but is not limited to, retraining, reprimand, or other measures. It is essential that all reports are truthful and reflect actual work performed.

### **Training and Support:**

All employees involved in federally funded projects will receive training on T&E reporting procedures.

### **References:** Appendix A; Appendix B

---

### **Appendix A: 2 CFR Part 200 Requirements for T&E Reporting**

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) establishes the standards for managing federal awards, including specific requirements for T&E reporting.

#### **Key Provisions**

- **Accurate Documentation:** Recipients must maintain accurate records of time worked by employees on federally funded projects, including hours worked and the nature of the work performed.
- **Standards for T&E Reporting:** Documentation must demonstrate appropriate allocation of time between federally and non-federally funded activities. T&E reports should be consistent with an organization's accounting practices.
- **Types of Reporting:**
  - **Personnel Activity Reports (PARs):** Recommended to reflect the distribution of time spent on various activities. (These are what the College calls T&E Reports.)
  - Reports should be prepared at least monthly and reviewed and approved by a supervisor or designated official. (The College elects to have these completed biweekly, on a payroll pay period basis.)
  - Reports must include signatures of both the employee and the supervising official to confirm accuracy.
- **Retention of Records:** Recipients must retain T&E documentation for at least 3 years after the final expenditure report is submitted.
- **Auditing and Compliance:** Federal awards are subject to audit; auditors will review T&E reporting to ensure compliance.

### **Appendix B: OMB Circular A-21 Requirements for T&E Reporting**

Office of Management & Budget Circular A-21: Cost Principles for Educational Institutions (OMB Circular A-21) establishes principles for determining allowable costs for federal awards to educational institutions, including requirements related to T&E reporting.

#### **Key Provisions:**

- **Allowable Costs:** Salaries and wages are allowable costs to the extent that they are reasonable and allocable to the project.

## Lake Michigan College Policy

- Documentation Requirements: Institutions must maintain adequate documentation to support costs charged to federal awards, including personnel costs.
- Allocation of Salaries: Costs of salaries and wages must be allocated to federal awards based on the actual work performed.
- Time Distribution: Personnel costs can only be charged to federal awards if based on the actual distribution of time worked.
- Periodic Certifications: Institutions should have a method to regularly certify the accuracy of time worked on federal projects.

## HOLIDAYS, COLLEGE CLOSURES, AND LMC DAYS

Office of Origin:	Human Resources; Registrar's Office
Responsibility:	Executive Director of Human Resources; Registrar
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

---

This policy relates to non-bargaining unit employees only. Bargaining unit members should refer to their respective contracts.

### **Holidays**

The College will recognize the following six Holidays each year:

<u>Holiday</u>	<u>Date/Day</u>
1. Martin Luther King, Jr. Day	third Monday in January
2. Memorial Day	last Monday in May
3. Juneteenth Independence Day	June 19
4. Independence Day/Fourth of July	July 4
5. Labor Day	first Monday in September
6. Thanksgiving Day	fourth Thursday in November

The College recognizes a Holiday by closing to the public. Employees will be paid for that day if the Holiday falls on a day that the College would otherwise be open to the public (i.e., Monday-Thursday during Summer Hours, Monday-Friday for the rest of the year.)

### **College Closures**

The College will close to the public ("College Closure") on the following days each year:

<u>College Closure</u>	<u>Date/Day</u>
1. Spring Break	second full week in March
2. Thanksgiving Break	Wednesday – Friday of the fourth week in November
3. Winter Break	December 23 through January 2

Additional College Closure days may be added at the President's discretion.

Employees will be paid for any day of a College Closure if it is a day that the College would otherwise be open to the public (i.e., Monday-Friday.)

Note that, on occasion, certain employees may be required to work on a College Closure day or on a Holiday that falls on a day that the College would otherwise be open; in these instances, the employee will be provided another day to observe the Holiday/College Closure (if an exempt employee) or paid according to the Employee Handbook (if a non-exempt employee.)

### **LMC Days**

The College will close to the public for a professional development day on the third Tuesday in October and February. This is a workday for full-time employees and for part-time regularly scheduled employees that would normally work on those days, and in-person attendance is expected for those days' activities, regardless of an employee's flexible or remote work schedule.

If a full-time employee cannot attend, they must obtain the approval of their supervisor.

If a part-time regularly scheduled employee that is not normally scheduled to work on those days wishes to attend, they will be paid for their time attending LMC Day.

### **On-campus Partners**

It is the expectation of the College that all third-party on-campus partners abide by the Holiday and College Closure schedule unless specific accommodations are made with the appropriate Cabinet member and Facilities Management. On-campus partners may operate normally on LMC Days with the understanding that the College is closed to the public.

### **References:**

[Academic Calendar Policy](#)

[Academic Calendar](#)

[Employee Handbook](#)

[Facilities Contract](#)

[Faculty Contract](#)

[Flexible Schedule and Remote Work Options Policy](#)

[Summer Hours Policy](#)



## **PURCHASING – ALLOWABLE PURCHASES**

Office of Origin:	Purchasing & Risk Management
Responsibility:	Manager, Purchasing & Risk Management
Original Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 5-2-16, 8-4-21(C), 9 25-23(C), 12-11-24
Last Date Approved by Board:	12-5-23, x-x-xx

---

### **RESPONSIBILITIES**

It is the responsibility of employees of Lake Michigan College (the College) know and abide by this policy. If an employee is found not to be compliant, the following progressive options are available depending on the nature of the non-compliance:

1. Verbal reminder and review of the procedure with the employee
2. Verbal warning to the employee by Human Resources
3. Written warning to personnel file
4. Discipline up to and including termination

Employees are expected to conduct business according to the highest legal and ethical standards; see [Conflict of Interest - Employee](#) policy.

Employees are to avoid accepting any kind of gratuity, tips, or gifts, including merchandise, cash, services, entertainment, etc.; see the [Receipt of Gifts & Gratuities](#) policy.

Purchases may only be made if there are adequate budgeted funds over which the purchaser has authority, or with written approval from the Executive Director, Finance or Chief Financial Officer (CFO) to exceed budget.

All contracts/agreements are to be sent to Purchasing to be maintained in the master contract file. It is the responsibility of the employee to ensure compliance with a contract/agreement.

### **AUTHORITY TO PURCHASE**

In accordance with the [Authority to Bind the College to External Agreements](#) policy, certain purchases require Board of Trustee (the Board) approval in advance of the purchase commitment.

Agreements to Maintain Academic Equipment

Maintenance agreements may not be a prudent use of College resources, and must be approved in advance by the supervising Cabinet Member.

### Alcohol

Only the following departments may purchase consumable alcohol and only for the following purposes:

- Culinary – for direct instructional purposes
- Enology & Viticulture – for direct instructional purposes
- Hospitality – for direct instructional purposes
- Mendel Center Operations – for resale business purposes
- Mendel Center Mainstage – to satisfy production rider requirements
- President's Office – Upon occasion it may be appropriate to purchase alcoholic beverages when entertaining College guests or when hosting a College-related group activity. All such occasions must be hosted by the President or the expense must be authorized in writing by the President.

### Capital Purchases

A requisition and purchase order is always required for a capital purchase or a purchase that is part of a capital project, regardless of dollar amount, to ensure proper tagging as a capital asset. See [Capital Asset](#) policy for what qualifies as a capital asset.

### Cash Advances, Travelers Checks, Money Orders

The College does not offer cash advances, travelers checks, or money orders for travel or other expenses.

### Charges for Non-employees

Costs for a non-employee (e.g., a spouse when traveling on College business) are not allowable purchases unless the non-College individual is a guest of the College (e.g., taking a donor to lunch, meeting with a superintendent for breakfast.)

### Flowers & Gifts

Flowers or gifts are not allowable purchases unless provided by or authorized by the President's Office or the Culture & Talent Success office. This does not include College promotional items, like lanyards, t-shirts, sunglasses, etc.

### Computers, Peripherals, Software, & IT Services for College Use

All requests for technology goods and services must be approved by the IT Department prior to or upon requisitioning. Certain grant/**restricted** programs

where equipment and software do not become College property and/or are not installed on the College network are an exception to this requirement. The grant/**restricted funds** administrator is required to authorize such purchases prior to or upon requisitioning.

#### Donations

Donations to other organizations using College monies or assets are prohibited unless approved by the supervising Cabinet member and CFO.

#### Entertainment

The College does not purchase, pay for, or reimburse an employee for entertainment unless part of a Lake Michigan College Foundation event, done as a team-building exercise for an athletic team in accordance with Athletic Department policy, academic field trips or academic recruiting, or done by the Culture & Talent Success department.

International Vendors International vendors are prohibited for use unless they accept payments via credit card.

#### Gift Cards

The use of College or grant/restricted funds to buy gift cards, prepaid cards, or similar cash equivalents for any reason (student incentives, employee recognition, fundraising, etc.) is prohibited without pre-approval in writing by the CFO.

The purchase of vouchers to be used exclusively at the Hawk's Nest Café is allowable with the approval of the supervising Cabinet member.

Grant/restricted funds include federal, state, or private grant funds or those funds with a purpose restricted by an external agreement.

#### Personal Goods or Services

The College will not purchase goods or services for employee personal use, nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and vendors.

#### Pro Card, Expense Reimbursement, and Direct Paycheck Request

Purchases by procurement card, reimbursement for out-of-pocket purchases, and direct paycheck requests are for purchases for which a purchase order is not required or accepted. These purchasing/payment methods may not be used to

circumvent this **or other policies or procedures** or for services provided by an employee (which must go through payroll).

#### Publications (Printing and Graphics)

All publications (brochures, newsletters, catalogs, forms, etc.) that will be distributed outside the College must be approved by the Marketing Department to ensure consistent, high-quality publications and graphics standards.

#### Rentals

Facility or room rentals are not allowable purchases unless College facilities are unavailable.

#### Sales Tax Exemption Status

The College (other than Mendel Center Operations) is exempt from all federal, state, and local taxes. For purchases related to Mendel Center Operations, see Collection & Review of Tax Exemption Forms procedure. • Sales tax on any purchase as the College is sales tax exempt. Employees are responsible for ensuring that sales tax is not paid, which may be done by telling the vendor when ordering that the purchase is tax exempt and providing a tax exempt certificate if necessary.

#### Split Purchases

Splitting purchases into more than one transaction or coding a single transaction to different org units to bypass authority levels, competitive bidding requirements, or internal controls is strictly prohibited. Coding a single transaction to multiple org units is allowed if done for legitimate business reasons.

#### Travel Expenses

See the Travel Expense Reimbursement procedure.

#### **References:**

[Authority to Bind the College to External Agreements](#) policy

[Capital Asset](#) policy

[Conflict of Interest - Employee](#) policy

Justification for Sole Source Procurement Request form

National Association of Educational Buyers' (NAEB) Code of Ethics

[Non-Discrimination](#) policy

Purchasing procedure

Purchasing – Required Practices policy {hyperlink needed}

[Receipt of Gifts and Gratuities](#) policy

[Travel Expense Reimbursement](#) procedure

## DEPARTMENT REPORTS

### ACADEMIC AFFAIRS DEPARTMENT REPORTS

*Dr. Ken Flowers, Provost and Vice President of Academic Affairs*

#### **ACADEMIC EXCELLENCE**

In December 2024, 16 students successfully completed the nursing program! While most plan to begin their careers in southwest Michigan, a few will pursue their initial licensure in Indiana.

Congratulations to **Dr. Megan Hinkelman**, Nursing Faculty, who successfully completed her DNP in December! The Health Science department celebrated her accomplishment in January.



*Dr. Megan Hinkleman celebrating DNP completion*

On February 17, LMC launched its third cohort of the Marine Maintenance Technician Program, attracting a record number of applicants, with nine students applying to participate.

Meanwhile, every student who has completed our Trucking Program in South Haven has successfully finished the course, passed the state exam, and obtained their CDL-A or CDL-B permit.

#### **COMMUNITY IMPACT**

On January 9, the South Haven Campus hosted the South Haven Business Hub's annual Pitch event, providing new entrepreneurs with an opportunity to showcase their ideas and seek support for their startup ventures.





*South Haven Regional Business Hub board meeting at South Haven Campus*

On February 13, the South Haven Campus hosted the South Haven Regional Business Hub board meeting, along with its traditional meeting, where members discussed new business openings and the progress of entrepreneurs working toward launching their ventures.

On February 19 and 24, the South Haven Campus held two employer spotlights featuring Sylvia's Place and Pretty INC. These events provided employers an opportunity to engage with students, staff, and faculty while sharing information about their services.

### **EMPLOYEE EXPERIENCE**

On February 18, during LMC Day, the South Haven staff had a productive and engaging morning, discussing current and future projects, including major initiatives and events planned for the summer.

### **STUDENT SUCCESS**

On February 4 and 24, **Laura Henderson- Whiteford**, Admissions Representative for the South Haven Campus, participated in FAFSA events at Saugatuck High School and South Haven High School, assisting students and parents with filing their FAFSA applications.

The Staff at the South Haven campus hosted a Warm Your Soul event on February 19 where soup, crackers, and bread were served to the students and faculty.



*Staff at the South Haven campus host Warm Your Soul event*

## **STUDENT AFFAIRS DEPARTMENT REPORTS**

*Dr. Ken Flowers, Provost and Vice President of Academic Affairs*

### **ACADEMIC EXCELLENCE**

Upward Bound (UB)

In October 2024, **Jacob Sall**, Interim Director of Upward Bound, set ambitious goals for students to increase each cohort's average GPA by a certain percentage. The targets were:

- Freshmen: Achieve an average GPA of 2.80
- Sophomores: Increase the average GPA by 15%
- Juniors: Increase the average GPA by 10%
- Seniors: Increase the average GPA by 5%

These goals are to be achieved by the end of the 2024-25 academic year, with progress evaluated at the end of the fall semester.

- Freshmen have already met their 2.80 GPA target.
- Sophomores have shown remarkable progress, with a 7.9% increase in their average GPA, putting them on track to meet their goal.
- Juniors have increased their average GPA by 3.4% and currently maintain a 2.90 GPA. While they have work to do, they are performing well in the classroom.
- Seniors have seen a 1.6% increase but currently maintain an impressive average GPA above 3.20, which is a notable achievement.

We fully expect our students to sustain this level of growth in the spring semester.

### **COMMUNITY IMPACT**

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) has performed exceptionally well over the past three years. In program year three, it exceeded its participant goal, serving 1,283 individuals. We are currently reviewing participant data to ensure accuracy and compliance with program objectives. Having surpassed the required minimum, we have the flexibility to remove participants who have not met service requirements, giving us a competitive advantage over struggling programs.

We have also established a new partnership with New Heights CCDA of Benton Heights and look forward to future events and community engagement through this collaboration. Last year, the EOC team participated in several Priority Training sessions to stay current on program management strategies and federal regulations. However, this year's Priority Training schedules have not yet been released. In the meantime, the team is engaging in internal professional development and exploring alternative training opportunities.



Additionally, the EOC has assisted 15 homeless students this program year. The housing crisis has significantly impacted our community, and we appreciate Lake Michigan College's continued support of our program. TRIO has made a meaningful impact in changing students' lives by helping them pursue higher education and improve their circumstances.

#### Upward Bound (UB)

Throughout the spring semester, **Jas Newbern**, Pre-College Coordinator/Advisor, has been instrumental in strengthening relationships in the Benton Harbor community. One key partnership has led to an event at Mosaic Resale in Benton Harbor on March 19, where students will:

- Learn interview skills
- Understand professional dress expectations
- Select business attire for interviews and jobs
- Participate in a fashion show

Additionally, **Jacob Sall**, Interim Director of Upward Bound, is in discussions with Honor Credit Union regarding potential sponsorships for the Upward Bound Summer Academy, with a meeting scheduled for March 6.

#### **STUDENT SUCCESS**

##### Student Support Services (SSS)

SSS currently serves 190 of its 200 available participants and continues to accept applications for the Spring 2025 semester.

- Academic Support: **Dominic Sobieralski**, Education Skills Specialist, conducts progress report meetings with SSS participants. He collects faculty reports at the one-third mark of each semester, identifies at-risk students, and works with them on academic planning to ensure early intervention.
- Leadership: SSS recently welcomed a new Director, **Ana Manzano**, who has been attending priority training to stay current on program management strategies and federal regulations.
- Programming: SSS continues to offer robust programming to fulfill grant requirements, including:
  - January 31: Arizona State University virtual college visit
  - February 11 & 12: Transfer workshop for SSS participants on transitioning to another college or university
  - February 11 & 12: Meet and Greet for SSS participants, including an AI discussion
  - February 28: Siena Heights virtual college visit
  - March 1: **Brett Closson**, Academic/Transfer Advisor, volunteered at the Student Benefit Auction, which successfully raised funds for student scholarships.
- Community Engagement: SSS is running a Humane Society Volunteer Drive, collecting pet supplies through the end of the semester.
- Student Achievements:



*Dajah Parker*

- *Dajah Parker (pictured):* Awarded 2024 Student of the Year. She also serves as an SSS work-study student and was recently named to the All-State Academic Team. She will graduate in May 2025 and plans to transfer to Ferris State University or Illinois State University.
- *Grace Teuling:* Entered SSS as a first-generation student and has since become an honors student. She currently attends WMU as a Communications major and hosts a radio show on WIDR 89.1 FM. She will serve as the Alumni Speaker at the Annual SSS Luncheon in May.

### Upward Bound (UB)

On February 26, six UB students from Benton Harbor's marching band performed at the Benton Harbor Chick-fil-A grand opening. Sophomore *Elisha Guidry* was named Drum Major and had the opportunity to meet and take a photo with the restaurant owner.

UB encourages students to engage in extracurricular activities to stay involved, build their resumes, and become well-rounded scholars. Elisha exemplifies this commitment as a two-sport varsity athlete (basketball and volleyball), a leader in the Upward Bound Program, and the marching band's Drum Major.



### Athletics

- Women's Basketball: Finished 0-14 in conference play, 2-22 overall (8th place in the Western Conference).
- Men's Basketball: Finished 4-8 in conference play, 9-16 overall (8th place in the Western Conference).

- Volleyball: Began the spring season on February 22, winning both matches against Olive-Harvey College and South Suburban College. Their next match is March 1 at home.
- Softball: Opened the season on February 28 at Rock Valley College.
- Baseball: Began the season on February 28 against Mid-Michigan in a double-header.

### Campus Life

January 13 marked the start of Welcome Back Week, during which Campus Life hosted LMC giveaway tables at the Main Building, Hanson Tech Center, and Todd Center. Giveaways included an LMC ice scraper, a squishy keychain and phone stand combo, and an LMC clip magnet. These items were also distributed to the South Haven and BIC campuses.

On January 14, Campus Life hosted a Hot Cocoa Social with approximately 100 attendees. Students made their own hot cocoa with a variety of toppings, enjoyed treats, made bracelets, and contributed to a collaborative Welcome Poster.

On January 15, Campus Life hosted a Pancake Breakfast Bar in the Hawk's Nest, with an estimated attendance of 100 students and staff. Several faculty and staff members volunteered to help flip pancakes.

On January 22, Campus Life hosted the Resource Fair & Club Rush.

On January 28, Campus Life collaborated with Culture & Talent Success to host the Disability Network of Southwest Michigan, which presented *Intro to Ableism*. The event had 22 attendees (6 students and 16 faculty/staff).

On January 29, *Jasmine Brock*, President of LMC's National Society of Leadership and Success (NSLS), organized and hosted a blood drive in partnership with Versiti. Volunteers from NSLS and Phi Theta Kappa assisted in running the event, which resulted in 19 blood donations, exceeding the goal of 15.

On February 4, *Liam Troutner*, Student Senate Vice President, hosted a Financial Literacy Session in the Hawk's Nest. He invited guest speaker *Kirk Vanhorn* from Union Home Mortgage to discuss loans, interest, and general financial topics. 13 students attended.

Every Wednesday in February, *Lauren Andrews*, Campus Life's work-study student, hosted the Soda Taste-Off series, which returned by popular demand from the fall semester. Each week, students attempted to distinguish between brands of similar beverages.

Participation totals were:

- Week 1: 20 students
- Week 2: 31 students
- Week 3: 31 students
- Week 4: 19 students



On February 7, *Sarah Thomas*, Student Life Experience Specialist, organized a day trip for students to Grand Valley State University for their Student Leadership Summit. The trip included five student leaders (pictured right):

- *Renato Recillas* (Student Senate President)
- *Liam Troutner* (Student Senate Vice President)
- *Jonathan Orlando* (Student Senate Secretary)
- *Caia Bowman* (Project 1808 Club President)
- *Caleb Damoah* (Beckwith Hall Resident Assistant)



*Grand Valley State University Student Leadership Summit*

Students attended leadership and personal development sessions, participated in student organization discussions, and met the keynote speaker, Shaina Lane, receiving a book she authored about leadership.

On February 13, Campus Life hosted a Valentine's Celebration, led by *Lauren Andrews*, Campus Life work-study student. Approximately 50 students participated in activities such as writing Valentine's notes, making air-dry clay hearts, creating bracelets, and enjoying cookies with lemonade.

On February 19, Student Senate (*Renato Recillas, Liam Troutner, and Jonathan Orlando*) organized another Club Rush event in the Main Building, featuring 10-12 tables representing various clubs and student organizations.

On the same day (February 19), Student Senate also hosted guest speaker *Corey Neeley*, who works for the Boys & Girls Club of Benton Harbor. 10 students attended his presentation and discussion on leadership, financial mindset, and community involvement. Student Senate also distributed 10 copies of Corey's book, *Pay Yourself First*.

On February 24, Student Senate hosted a Kindness Corner tabling event in the Main Building. They invited students to contribute words of encouragement to the Kindness Wall and handed out affirmation chips for students to "pay forward."

On February 27, *Sarah Thomas*, Student Life Experience Specialist, coordinated an in-person orientation for new NSLS spring members. 18 students attended. This semester, 73 students joined the Lake Michigan College NSLS chapter, with most completing their orientation online since the chapter is primarily online/hybrid.

## Housing

### Construction:

- Apartments 120 and 220 are under construction for repairs following flood damage.

### Mid-Year Transitions:

- 18 new residents joined this semester.
- Beckwith Hall currently has 168 residents with 26 available openings (8 of which are offline due to flooding, leaving 18 available spaces).
- The Mid-Year Housing Orientation was a success.

### Student Staff:

- 1 new Resident Assistant for Spring 2025: *Renato Recillas*
- 4 new Front Desk Assistants joined the team for Spring 2025.
- Spring Training was highly successful.

### Spring 2025 Programming:

- Past Programming: 13 programs covering topics such as:
  - Clery Act compliance
  - Community building
  - Relationship safety
  - Health awareness

- Communication skills
- Diversity, Equity, and Inclusion (DEI)
- Food preparation
- Upcoming Programming: 17 programs focusing on:
  - Future career planning
  - Stress relief
  - Mental health awareness
  - Community involvement
  - Cleaning habits
  - Roommate bonding
  - Academic success

#### Summer 2025:

- Whirlpool Corporation and other organizations are finalizing internship rentals.

#### Fall 2025 Updates:

- 43 applications have been submitted for next semester housing.

#### Student Well-Being & Accessibility

Mental health stigma-reducing events are essential for campus communities, as they create a supportive environment where students feel safe seeking help. Many students, particularly those from marginalized communities, may experience fear or shame when addressing mental health challenges due to societal stigma. By hosting these events, the College raises awareness, educates students about mental health, and encourages open conversations. These initiatives reduce stigma, promote resource access, and ultimately support students' academic and personal success while enhancing campus safety.

Historically, Student Well-Being & Accessibility has organized one major mental health stigma-reducing event on campus each year. Held during the fall semester, the Mental Health Matters Carnival is one of the most well-attended student events, drawing 150 students annually. Recognizing the success and importance of these events, Student Well-Being & Accessibility developed and launched a second stigma-reducing event for the spring semester: *Slam Dunk Stigma*.



On Sunday, March 23, Student Well-Being & Accessibility kicked off Slam Dunk Stigma in Grand Upton Hall, featuring speaker *Terry Hessbrook* from the B#4 Foundation. The B#4 Foundation honors the life and achievements of Brady Hessbrook, Terry Hessbrook's son, who tragically took his own life on January 27, 2023. The foundation strives to promote mental health awareness and suicide prevention through education, outreach initiatives, advocacy, and community service. Hessbrook spoke to an audience of 110 student-athletes, coaches, and athletics staff.



*Lake Michigan College Women's Basketball team at the Slam Dunk Stigma event.*



*Lake Michigan College Men's Baseball team at the Slam Dunk Stigma event.*

On March 25; the first annual Slam Dunk Stigma basketball game took place during the women's and men's home basketball games against Southwestern Michigan College. The event was hosted by Student Well-Being & Accessibility in collaboration with the Berrien County Suicide Prevention Coalition, the student wrestling club, the cheerleading team, and the Athletics department.

Upon arrival, attendees had the opportunity to view signage displaying mental health statistics and information about college athletes. Throughout the game, additional mental health resources and statistics were shared by the announcer, via signage, and in the game roster.



Attendees also had the chance to receive various giveaways, including hats, t-shirts, and basketballs. The Berrien County Suicide Prevention Coalition collected donations at the door and through sales at the concession stand, raising \$665.10 for the B#4 Foundation.

Counselor *Rhi Cross* conducted five Performance Enhancement Coaching sessions with the women's softball and men's soccer teams. She facilitated The Mental Game, a series of four one-hour sessions with each team aimed at enhancing mental resilience, improving well-being, and promoting help-seeking behaviors among student-athletes.

Counselor *Rhi Cross* also conducted two classroom presentations on Student Well-Being & Accessibility services, providing students with information on accommodation services, mental health counseling, life coaching, and the Red Hawk Refuel Pantry.

Counselor *Rachel Heidema* facilitated two Artful Relaxation therapy groups, offering students a creative approach to mental health support through artistic expression, fostering emotional healing, stress relief, and self-reflection.

Student Well-Being & Accessibility services are frequently utilized by Health Science students in the Nursing program. A service data analysis revealed that many nursing students sought support primarily for anxiety and stress. In response, Student Well-Being & Accessibility developed a specialized one-hour presentation, *Nursing Tips & Tricks*, to address these concerns using nursing-specific language and real-world examples. The department partnered with Nursing faculty to integrate this presentation into the first-year nursing curriculum, where it is now offered once per semester to a group of 30 students. This initiative equips students with tools to manage stress and anxiety, fostering a healthier academic experience.

Student Well-Being & Accessibility has strengthened its community partnerships with the Berrien County Health Department and CARES Sexual Wellness Services, providing sexual health prevention services on campus. These providers alternated weeks in February, offering services from the Student Well-Being & Accessibility space.

On February 5, Counselor *Rachel Heidema* hosted a basic needs resource event at Beckwith Hall, assisting students with applying for the Supplemental Nutrition Assistance Program (SNAP) through the MI-Bridges program, managed by the Michigan Department of Health and Human Services. Ten students who applied were approved for food assistance. These essential programming events help connect students with sustainable food support while they pursue their academic goals.

On February 11, Counselor *Rachel Heidema* facilitated the Pantry to Plate student event on behalf of the Student Financial Stability Committee. This event featured a live cooking demonstration, where 25 student participants learned how to prepare a full meal using ingredients available in the Red Hawk Refuel Pantry. These events are critical in addressing food insecurity on campus. They help students develop skills to prepare nutritious meals with limited resources. By promoting self-sufficiency and financial autonomy, these initiatives empower students to manage their basic needs while focusing on their academic goals.



*Pantry to Plate student event*

#### Red Hawk Refuel Pantry

- Counselor *Rachel Heidema* oversaw the fulfillment of 73 orders through the Red Hawk Refuel Pantry.
- These orders were placed by 42 unique students.
- The Red Hawk Refuel Pantry continues to provide vital food resources for students at Lake Michigan College.



*Student Renato Recillas enjoying baked chicken, carrots, and green beans at the Pantry to Plate event.*



*Students Gabriela Salem, Hailey Spotten, and Shakira Lynch enjoying the Pantry to Plate event.*

*As of March 3, 2025*

## **Employment Report:**

### Positions Posted or in the Hiring Process:

- Administrative Assistant, Arts and Sciences
- Dean, Student Life and Engagement
- Dean, Student Success and Support Services
- Executive Director, Facilities Management
- Faculty, Computer Information Systems (2 openings)
- Faculty, Education & Early Childhood Education
- Faculty, Math
- Generalist, Admissions
- HR Generalist I
- Lecturer, Art
- Lecturer, English
- Mail Clerk Warehouse (Part-time)
- Office Manager, Upward Bound
- Support Specialist, Start to Finish
- Web Developer

### Position Changes:

- Rachel Heidema - Counselor
- Jake Sall - Director, Upward Bound

### Separations:

- Debra Montcalm - Administrative Assistant, Arts and Sciences
- Tammy Barber - Mail Clerk/Warehouse

### New Hires:

- Kristen Kozel - Coordinator, Testing Services (Part-time)
- Dr. Julianne Smith - Director, Clinical Education Physical Therapist Assistant Program (starting May 27)
- Katelynn Maruk - Library Generalist (Part-time)

Lake Michigan College  
Income Statement (Operating & Auxiliary ONLY)  
January 31, 2025

	FY_2025 Actual YTD	FY_2025 Budget YTD	Actual Over (Under) Budget		FY25 Annual Budget *	YTD as % of Budget	FY_2024 Actual YTD	FY_2024 Total Year	Prior YTD as % of total
<b>Revenue</b>									
Tuition & Fee Revenue, Gross	\$ 11,012,563	\$ 10,520,833	\$ 426,000	4%	\$ 11,812,444	93%	\$ 9,458,565	\$ 10,562,767	90%
Scholarships & Waivers	(162,383)	(207,824)	45,000	-22%	(425,900)	38%	(338,231)	(652,750)	52%
Bad Debt	-	(368)	-	0%	(90,700)	0%	(446)	(110,001)	0%
<b>Tuition &amp; Fee Revenue, Net</b>	<b>10,850,179</b>	<b>10,312,641</b>	<b>538,000</b>	<b>5%</b>	<b>11,295,844</b>	<b>96%</b>	<b>9,119,888</b>	<b>9,800,015</b>	<b>93%</b>
<b>Non-Credit Tuition &amp; Fee Revenue</b>	<b>\$ 120,670</b>	<b>\$ 62,385</b>	<b>58,000</b>	<b>93%</b>	<b>\$ 354,340</b>	<b>34%</b>	<b>\$ 43,274</b>	<b>\$ 245,066</b>	<b>18%</b>
Property Taxes, Gross	18,689,167	17,990,779	698,000	4%	21,250,001	88%	16,938,377	19,910,942	85%
Collection Costs & Other Deductions	(95,709)	(102,547)	7,000	-7%	(105,000)	91%	(83,601)	(89,350)	94%
<b>Property Tax Revenue, Net</b>	<b>18,593,458</b>	<b>17,888,232</b>	<b>705,000</b>	<b>4%</b>	<b>21,145,001</b>	<b>88%</b>	<b>16,854,776</b>	<b>19,821,591</b>	<b>85%</b>
Base	2,332,444	2,038,054	294,000	14%	6,423,194	36%	2,298,777	7,244,900	32%
Supplemental - MPSERS Funding	956,386	956,386	-	0%	956,386	100%	588,176	1,521,377	39%
<b>State Appropriations</b>	<b>3,288,830</b>	<b>2,994,440</b>	<b>294,000</b>	<b>10%</b>	<b>7,379,580</b>	<b>45%</b>	<b>2,886,953</b>	<b>8,766,277</b>	<b>33%</b>
<b>Grants and Contracts</b>	<b>54,344</b>	<b>45,287</b>	<b>9,000</b>	<b>20%</b>	<b>72,292</b>	<b>75%</b>	<b>57,594</b>	<b>91,938</b>	<b>63%</b>
<b>Donations &amp; Fundraising</b>	<b>66,210</b>	<b>266,925</b>	<b>(201,000)</b>	<b>-75%</b>	<b>352,513</b>	<b>19%</b>	<b>60,675</b>	<b>455,860</b>	<b>13%</b>
<b>Interest Income</b>	<b>642,721</b>	<b>557,669</b>	<b>85,000</b>	<b>15%</b>	<b>956,000</b>	<b>67%</b>	<b>579,755</b>	<b>1,015,092</b>	<b>57%</b>
<b>Other Revenue</b>	<b>153,652</b>	<b>136,937</b>	<b>17,000</b>	<b>12%</b>	<b>253,857</b>	<b>61%</b>	<b>142,679</b>	<b>259,199</b>	<b>55%</b>
Beckwith Hall	871,763	865,411	6,000	1%	728,467	120%	838,189	672,859	125%
Mendel Center - Conference/Event Services	14,053	(11,557)	26,000	-225%	-	-	28,421	(42,679)	-67%
Mendel Center - Mainstage	(41,433)	(66,850)	25,000	-37%	(141,858)	29%	(16,963)	(216,561)	8%
Mendel Center - Economic Club	-	-	-	-	-	-	-	(915)	0%
Mendel Center - Operations Administration	-	-	-	-	-	-	(152,200)	-	-
Mendel Center - Building Costs	(317,148)	(324,428)	7,000	-2%	(567,891)	56%	(289,306)	(498,626)	58%
Hawk's Nest Café	(25,582)	(32,350)	7,000	-22%	(56,000)	46%	(17,709)	(38,187)	46%
Winery Management	-	-	-	-	-	-	-	-	-
<b>Auxiliary Operations, Net</b>	<b>501,654</b>	<b>430,226</b>	<b>71,000</b>	<b>17%</b>	<b>(37,282)</b>	<b>-1346%</b>	<b>390,432</b>	<b>(124,108)</b>	<b>-315%</b>
<b>TOTAL REVENUE</b>	<b>\$ 34,271,718</b>	<b>\$ 32,694,742</b>	<b>\$ 1,577,000</b>	<b>5%</b>	<b>\$ 41,772,145</b>	<b>82%</b>	<b>\$ 30,136,027</b>	<b>\$ 40,330,931</b>	<b>75%</b>
<b>Expenses</b>									
Wages	\$ 10,336,992	\$ 10,444,432	(107,000)	-1%	\$ 18,020,702	57%	\$ 9,590,499	\$ 16,329,239	59%
Benefits	5,619,349	5,659,125	(40,000)	-1%	8,974,684	63%	5,193,422	8,725,591	60%
<b>Labor Costs</b>	<b>15,956,341</b>	<b>16,103,557</b>	<b>(147,000)</b>	<b>-1%</b>	<b>26,995,386</b>	<b>59%</b>	<b>14,783,920</b>	<b>25,054,830</b>	<b>59%</b>
<b>Professional services</b>	<b>1,082,637</b>	<b>1,410,532</b>	<b>(328,000)</b>	<b>-23%</b>	<b>2,580,807</b>	<b>42%</b>	<b>1,447,526</b>	<b>2,545,119</b>	<b>57%</b>
<b>Travel, Communications, &amp; Other</b>	<b>1,487,641</b>	<b>1,589,952</b>	<b>(102,000)</b>	<b>-6%</b>	<b>2,753,709</b>	<b>54%</b>	<b>1,542,106</b>	<b>2,272,559</b>	<b>68%</b>
<b>Building Costs (Non-Auxiliary)</b>	<b>1,680,590</b>	<b>1,774,162</b>	<b>(94,000)</b>	<b>-5%</b>	<b>3,075,062</b>	<b>55%</b>	<b>1,657,072</b>	<b>2,855,025</b>	<b>58%</b>
<b>Supplies &amp; Materials</b>	<b>548,219</b>	<b>635,241</b>	<b>(87,000)</b>	<b>-14%</b>	<b>994,724</b>	<b>55%</b>	<b>551,654</b>	<b>892,113</b>	<b>62%</b>
<b>Minor Capital</b>	<b>94,176</b>	<b>12,019</b>	<b>83,000</b>	<b>691%</b>	<b>20,600</b>	<b>457%</b>	<b>8,126</b>	<b>34,153</b>	<b>24%</b>
<b>Loss (Gain) on Asset Disposal</b>	<b>(1,000)</b>	<b>-</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,295,822</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>20,848,604</b>	<b>21,525,463</b>	<b>(677,000)</b>	<b>-3%</b>	<b>36,420,288</b>	<b>57%</b>	<b>19,990,404</b>	<b>36,949,621</b>	<b>54%</b>
<b>NET INCOME - before Depreciation, Interest &amp; Transfers</b>	<b>\$ 13,423,114</b>	<b>\$ 11,169,279</b>	<b>\$ 2,254,000</b>	<b>20%</b>	<b>\$ 5,351,857</b>	<b>251%</b>	<b>\$ 10,145,623</b>	<b>\$ 3,381,310</b>	<b>300%</b>
<b>Interest Expense</b>	<b>241,453</b>	<b>-</b>	<b>241,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,511</b>	<b>442,481</b>	<b>57%</b>
<b>Depreciation</b>	<b>2,717,500</b>	<b>2,787,433</b>	<b>(70,000)</b>	<b>-3%</b>	<b>4,778,693</b>	<b>57%</b>	<b>2,852,841</b>	<b>5,290,044</b>	<b>54%</b>
<b>Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>393,726</b>	<b>0%</b>
<b>NET INCOME - after Depreciation, Interest &amp; Transfers</b>	<b>\$ 10,464,161</b>	<b>\$ 8,381,846</b>	<b>\$ 2,082,000</b>	<b>25%</b>	<b>\$ 573,164</b>	<b>1826%</b>	<b>\$ 7,041,270</b>	<b>\$ (2,744,942)</b>	<b>-257%</b>

\* Board approved budget as adjusted for revisions

**Lake Michigan College**  
**Balance Sheet (General & Restricted Funds)**  
**January 31, 2025**

	1/31/25	1/31/24	Change	
Cash & Investments, Total	\$ 53,638,000	50,140,000	3,498,000	7%
Less: Designated Reserves	\$ (16,159,000)	\$ (19,707,000)	\$ 3,548,000	-18%
Cash Undesignated *	37,479,000	30,433,000	7,046,000	23%
Accounts Receivable, Net	7,510,000	6,273,000	1,237,000	20%
Prepaid Expenses & Other Assets	882,000	696,000	186,000	27%
Fixed Assets, Net of Depreciation	82,605,000	87,171,000	(4,566,000)	-5%
<b>Total Assets</b>	<b>\$ 144,635,000</b>	<b>\$ 144,280,000</b>	<b>\$ 355,000</b>	<b>0%</b>
Payables	\$ 6,067,000	\$ 6,194,000	\$ (127,000)	-2%
Deferred Revenues	338,000	1,706,000	(1,368,000)	-80%
Debt	24,522,000	28,400,000	(3,878,000)	-14%
Pension Liability, Net	17,701,000	19,505,000	(1,804,000)	-9%
<b>Total Liabilities</b>	<b>48,628,000</b>	<b>55,805,000</b>	<b>(7,177,000)</b>	<b>-13%</b>
<b>Net Assets</b>	<b>96,007,000</b>	<b>88,475,000</b>	<b>7,532,000</b>	<b>9%</b>
<b>Total Liabilities + Net Assets</b>	<b>\$ 144,635,000</b>	<b>\$ 144,280,000</b>	<b>\$ 355,000</b>	<b>0%</b>

\* Note that this includes unspent capital millage proceeds that will be used on capital projects. Also note that cash is at its best "measurement point" in August each year due to the cyclical nature of higher education.

# Lake Michigan College

## Statement of Cash Flows (General & Restricted Funds)

January 31, 2025

**1/31/25**

### **Operating Activities:**

Cash Received from Property Taxes - Operational	\$ 18,593,000
Cash Received from Tuition	3,750,000
Cash Received from Appropriations	3,289,000
Cash Received from Grants	3,694,000
Cash Received from Interest	643,000
Cash Received from Foundation	66,000
Cash Received from Grant Admin Fees	54,000
Cash Received from Other Operations	154,000
Cash Received from (Paid for) Auxiliary Operations	512,000
Cash Paid to / on behalf of Employees	(15,438,000)
Cash Paid to Vendors	(5,353,000)
Cash Paid (Received) from Restricted Funds	-

### **Cash From Operations**

**\$ 9,964,000**

### **Investing Activities:**

Cash Received from Property Taxes - Capital Millage	4,632,000
Cash Paid for Capital Assets	(1,895,000)

### **Cash on Hand (Used) for Capital Assets**

**\$ 2,737,000**

### **Financing Activities:**

Paid on Debt - Principal	(823,000)
Paid on Debt - Interest	(195,000)

### **Cash Paid on Debt**

**\$ (1,018,000)**

### **Net Increase (Decrease) in Cash**

**\$ 11,683,000**

### **Cash at beginning of year**

**\$ 41,955,000**

### **Cash at January 31, 2025**

**\$ 53,638,000**

**ADJOURNMENT** MOTION by Mr. Grover with support by Ms. Burghdoff to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:20 p.m.

A handwritten signature in black ink, appearing to read "Mark D. Weber". The signature is fluid and cursive, with the first name "Mark" and last name "Weber" clearly distinguishable.

Mark Weber  
Lake Michigan College Board Secretary